

HERTFORDSHIRE COUNTY COUNCIL

GREENFIELDS PRIMARY SCHOOL

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING
WEDNESDAY 23RD NOVEMBER 2016, 6.00PM**

Attendance:

HEADTEACHER

Helen Cook

LOCAL AUTHORITY GOVERNOR (1):

Simon Cooper

PARENT GOVERNORS (3):

Nick Paul

~~Manish Patel~~

Katie Tarrant

STAFF GOVERNORS (1):

Kim May

CO-OPTED GOVERNORS (4):

Carol Prior

Emma Maitland-Gray, *Vice Chair Acting as Chair*

David Ray

Vacancy

ASSOCIATE MEMBERS:

Lisa Hartley

~~Ricky Turner~~

~~Larry Bowerman~~

OBSERVERS:

John Burt, *Deputy Headteacher*

Joanne Evans, *Deputy Headteacher*

Kate Shockley, Merchant Taylors' School

Ian McGowan, Merchant Taylors' School

CLERK:

Liz Elgar

Strikethrough denotes non-attendance

1. WELCOME / CONSIDER AND CONSENT TO ABSENCES

1.1 Welcome: Prospective Associate Members of the Governing Body Kate Shockley and Ian McGowan from Merchant Taylors' School were welcomed to the meeting.

1.2 Apologies: Apologies for absence were received and accepted from Ricky Turner, Manish Patel and Larry Bowerman.

2. DECLARATION BY GOVERNORS OF INTERESTS, PECUNIARY OR OTHERWISE, IN RESPECT OF ITEMS ON THE AGENDA

2.1 It was confirmed that no governors of Greenfields Primary School hold governor posts at other schools

2.2 No other declarations were made

3. ELECTION OF CHAIR AND VICE CHAIR OF GOVERNING BODY

3.1 Vice Chair acting as Chair

- 3.1.1 The governing body unanimously re-elected Emma Maitland-Gray as Vice Chair.
- 3.1.2 Emma agreed to act up as Chair until the next meeting, by which time membership changes of the governing body would be confirmed and the Election of Chair would again be an agenda item.
ACTION: Clerk [for agenda]
- 3.1.3 Carol Prior agreed to assist Emma in her Vice Chair duties as required.

Emma Maitland-Gray chaired the meeting from this point on

- 3.2 **Chair of Governing Body:** David Ray agreed to consider the role of Chair of the Governing Body before the next full governing body meeting and, on the advice of Emma Maitland-Gray, agreed to book a place on a Herts Governance course to learn more about the role.
ACTION: David Ray

4. MEMBERSHIP OF THE GOVERNING BODY AND GOVERNOR VACANCIES

4.1 Governor link roles and responsibilities

The following governor link roles and responsibilities were agreed:

- 4.1.1 Early Years Foundation Stage Governor: Carol Prior
Safeguarding Governor (covering Looked After Children and Child Protection): Emma Maitland-Gray (Invited new governors to consider and mentioned courses)
Health and Safety: David Ray
- 4.1.2 The governing body noted that a Literacy Governor and a Website Governors still needed to be assigned.
ACTION: Clerk [for agenda]
- 4.2 **Associate Members of the Governing Body:** John Burt and Joanne Evans agreed to become Associate Members of the Governing Body.
- 4.3 **Co-opted Governors:** The governing body invited existing Associate Members of the governing body to consider filling the current co-opted governor vacancy.
- 4.4 **Parent governors:** Emma Maitland-Gray asked the Headteacher if she advised parents of Parent Governor vacancies when they arose, to which the Headteacher replied that she did and they were publicised comprehensively.

5. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING, HELD ON 14TH SEPTEMBER 2016

The minutes were agreed to be an accurate record of the meeting and were signed by the outgoing Chair, Simon Cooper

5.1 Format of minutes

- 5.1.1 The Vice Chair reported that Herts Improvement Partner for the school, Jeremy Loukes, had advised that minutes of governing body meetings must evidence that the governing body is robustly questioning the Headteacher and that this was lacking in the minutes he had looked at.

- 5.1.2 The clerk agreed to record governors' questions to the Head more comprehensively and clearly within the minutes of meetings.

ACTION: Clerk

6. MATTERS ARISING FROM THE ABOVE MINUTES

6.1 To agree the Budget – discrepancy due to Payroll error (Item 7.1.3)

6.1.1 The Headteacher reported that although she did not write to Herts Finance Officer Hugh Ellis, he had spoken to him over the telephone. She reported that that Herts has acknowledged that errors were made and claimed to have made "corrections" to their systems, and she had requested dispensation if the school is struggling financially at the end of the year, as it was only expected to carry forward £23K as opposed to £60K - £70K, which could lead to a RAG rating of "red."

6.1.2 Nick Paul questioned whether the school should simply accept that "errors had been made" and asked how the school could get assurance that such errors would not recur, as the school had paid for a service which has not fulfilled its duties. The Headteacher replied that she had asked Herts whether she should seek legal advice on the possibility of further action however there were still no alternative services that the school could reasonably use.

6.1.3 The Headteacher agreed to contact Hugh Ellis via telephone and follow up with an e-mail, stating that the governing body was not satisfied with this situation and also to ask the whereabouts of documents she had submitted to Herts Payroll containing relevant staff data and which evidently had not been used. She agreed to report back at the next full governing body meeting.

ACTION: Headteacher

The governing body noted that all other points for action had been either fulfilled or would be covered within the agenda of this meeting

7. TO APPROVE THE MINUTES OF THE EXTRA-ORDINARY MEETING HELD ON 3RD NOVEMBER 2016

The minutes were agreed to be an accurate record of the meeting and were signed by the Chair

8. TO RECEIVE THE HEADTEACHER'S REPORT *Circulated to all governors and Associate Members of the Governing Body prior to the meeting*

The Headteacher circulated Key Stage 2 "Interim Teacher Assessment Frameworks at the End of Key Stage 2"

The Headteacher had made available the children's English and Literacy books to look at and read

8.1 Pen licences

8.1.1 Carol Prior asked what the criteria were for being granted a pen licences. The Headteacher replied that the children must be producing handwriting that is uniform-sized, joined-up and fluent. She added that, previously, children were awarded pen licences in Year 3 however now some in Year 2 and even Year 1 were being awarded pen licences.

- 8.1.2 Carol Prior asked what the children received in recognition of their pen licence and the Headteacher replied that they received a certificate and a pen.
- 8.1.3 Nick Paul asked whether joined-up writing was essential and the Headteacher replied that it must be taught as prescribed by the National Curriculum. She pointed out however that writing joined-up and therefore having to remove the pen from the page fewer times did benefit some children, for example those with fine motor issues.
- 8.2 SEN children on roll:** Carol Prior asked how many children with SEN were on roll in the Early Years Foundation Stage and the Headteacher replied that there were three in Nursery and four in Reception.
- 8.3 Maths/Numeracy: Bar Modelling**
- 8.3.1 David Ray asked Joanne Evans to report on the use of Bar Modelling in Maths/Numeracy. Joanne explained that her and Mark had been using it mainly as a visual aid for Years 5 and 6 to complement arithmetic and more orthodox strategies and had seen considerable progress in a short time.
- 8.3.2 David Ray asked Joanne if there was a plan to use Bar Modelling across the school and Joanne replied that she and Mark would be imminently be leading a staff development session on using it across the school.
- 8.3.3 The Headteacher reported that she was in the process of creating a Maths Learning Journey, as she had done with Literacy. As part of this she had asked staff to consider what the biggest barriers were to children learning in Maths and ways the children's progress could be assessed.
- 8.3.4 The Headteacher agreed to invite children from Years 5 and 6 to a full governing body in the spring or summer to demonstrate how they have been using Bar Modelling.
ACTION: Headteacher (spring/summer 2017)
- 8.4 Priority 6: "Desired Outcomes"**
- 8.4.1 Katie Tarrant asked for clarification of the "Desired Outcomes of Education" in Priority 6. The Headteacher explained that she had joined the Schools Network (also known as SSAT) following the school being placed in the top 10% nationally for progress in SATs 2014, upon which she received various books and literature, aspects of which she had now summarised for SLT. She had felt one of the key aspects to be "Desired Outcomes of Education" and at this point she circulated an information document on these.
- 8.4.2 The Headteacher agreed to Emma Maitland-Gray's request to send her the comprehensive version of the "Desired Outcomes of Education" document.
ACTION: Headteacher
- 8.5 Children who leave the school:** Carol Prior asked how the school could ensure that children who leave Greenfields are registered with a new school. The Headteacher explained that the child's new school would have to contact Greenfields in order to obtain the child's unique "UPN" number, as the school holds this until it is passed over to the next educational establishment attended by the child. She added that if this did not happen, the school would first attempt to contact the child's parent(s) and then inform the local authority and the police if the child was suspected to be "missing in education."
- 8.6 SEF:** Emma Maitland-Gray asked the Headteacher when she planned to issue the SEF. The Headteacher replied that she would work on the SEF from the spring through to the summer in time for possible Ofsted inspection in the autumn of 2017.
ACTION: Headteacher (spring/summer 2017)

9. REPORTBACK FROM FINANCE AND PREMISES WORKING GROUP

The governing body noted that all relevant matters regarding Finance had already been covered within Item

9.1 Premises: Security Measures for the office

- 9.1.1 David Ray requested an update on security measures for entry to the school. The Headteacher reported that she had e-mailed the Herts Health and Safety Team to offer dates for officers to come and look at these and that the school's Herts Improvement Partner Jeremy Loukes had also been alerted.
- 9.1.2 The Headteacher reported that Jeremy Loukes had advised that there should be a keypad at either end of the corridor outside the office for safeguarding purposes however she advised that this could cause logistical problems, as this corridor is the main artery of the school. She explained that the long-term plan would be to create access to the corridor from the office however this would involve obtaining planning permission (as the school is a listed building) plus funding, although some funding could be requested from Herts.
- 9.1.3 Emma Maitland-Gray asked the Headteacher what safety and security measures were currently in place and the Headteacher replied that there was a buzzer and a camera.
- 9.1.4 Nick Paul requested that governors be given the entry code for the keypad. The Headteacher gave this to governors however stipulated that it must only be used to gain access to the school for governing body meetings.

10. RATIFICATION OF POLICIES

10.1 Complaints Policy *The Headteacher circulated the current Complaints Policy, which follows the Herts model procedure and governors took some time to read through*

- 10.1.1 The governing body agreed, on the advice of Emma Maitland-Gray, that Point 5 be removed.
- 10.1.2 The governing body noted that the model Herts Complaints Policy (Issue 7) had a review date of July 2017.
- 10.1.3 Carol Prior asked why Ofsted was not included in the list of contacts for further recourse and the Headteacher explained that the Secretary of State and Ofsted were interchangeable for this purpose.
- 10.1.4 Subject to the amendment agreed in *Item 10.1.1*, the governing body ratified the Complaints Policy.

10.2 Governing Body Terms of Reference

- 10.2.1 The governing body agreed to delete the statement that co-opted governors do not have voting rights, as the clerk advised that this was not the case.
- 10.2.2 Subject to this amendment, the governing body ratified the Terms of Reference document.

11. REPORTBACK ON GOVERNORS' TRAINING AND VISITS TO THE SCHOOL

11.1 Safer Recruitment training: The Headteacher agreed to arrange Safer Recruitment training for the whole governing body.

ACTION: **Headteacher**

11.2 Headteacher's Performance Management

11.2.1 The Headteacher reported that her Performance Management would take place on Tuesday 13th December and that two governors needed to be present. David Ray and Emma Maitland-Gray agreed to attend.

11.2.2 The Headteacher agreed to arrange for Carol Prior and Emma Maitland-Gray to attend Headteacher's Performance Management training.

ACTION: Headteacher

11.3 Governor visit to school: Carol Prior

Visited Nursery and Reception in her role as Early Years Foundation Stage governor, relating it to SDP Priority 3: Carol reported that she had observed the relationships between the staff and children as well as the equipment, resources, ethos and teaching/learning within the classes. She had concluded that the environment was comfortable and friendly, and well-equipped, behaviour was excellent and the children appeared motivated to learn and to experiment. She added that she had had a useful discussion with Mrs O'Shea.

11.4 Governor visit to school: David Ray

Visits each Friday to listen to twelve Year 1 children read

11.4.1 The Headteacher explained how children who do not have reading support at home are educationally disadvantaged therefore reading volunteers such as David Ray play a very important role. Nick Paul asked how parents could be encouraged to read more with their children and the Headteacher replied that although the school had to be sensitive to the circumstances of individual parents and families, the school heavily promotes and encourages reading.

11.4.2 David Ray reported that he had also attended the Remembrance Service held on Friday 11th November and remarked how emotionally moving it had been for all involved and how the children had conducted themselves impeccably and showed great respect. The Headteacher explained that the purpose of the Remembrance Service was to show respect as well as to make the children aware of why we remember those who have fought in wars and conflicts and added that this also formed part of the requirement within the National Curriculum to teach "British Values." Emma Maitland-Gray asked if there was a display on British Values in the school. The Headteacher replied that there currently was not space, as the Skills Force board had now become the French board however she agreed to prepare one in time for next autumn.

ACTION: Headteacher (autumn 2017)

12. SAFEGUARDING UPDATE *(formerly Child Protection Update)*

12.1 The Headteacher reported that all points for action identified in the Herts Safeguarding had now been met and approved by Herts.

13. ANY OTHER BUSINESS

13.1 **Governing Body Skills Audit:** David Ray asked when the governing body would undergo a Skills Audit as planned and postponed previously. Emma Maitland-Gray agreed that this would be an agenda item in the spring term, when the membership of the governing body and increased and stabilised.

ACTION: Clerk [for agenda]

13.2 **Simon Cooper:** As Simon's term of office as a governor was due to come to an end in two days' time, the governing body thanked him for his service as a governor and as Chair.

14. DATE OF MEETINGS IN 2017

- Wednesday 18th January
- Thursday 16th March
- Wednesday 3rd May
- Wednesday 12th July

The Chair thanked all for attending and brought the meeting to a close at 8.10pm

Agreed as an accurate record of the meeting held on 23rd November 2016, on 18th January 2017

Signed: